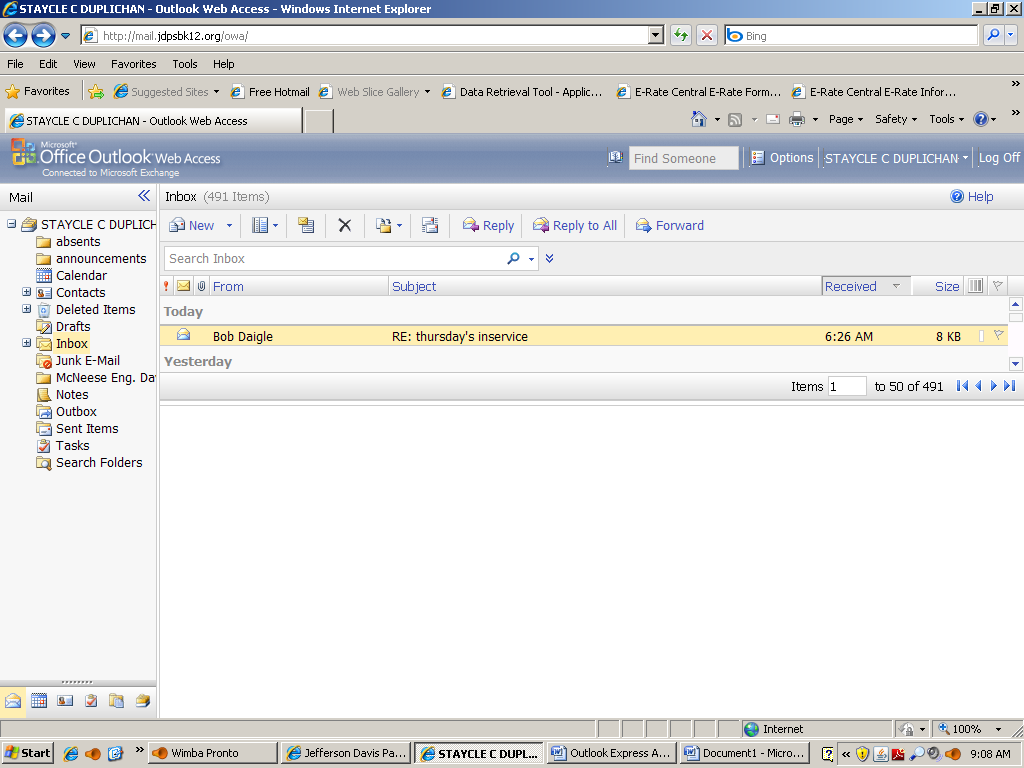
**Outlook Express Contact Tutorial**

**Contacts** – stores information (email address, street address, telephone number..)

*Think of it as your personal address book*

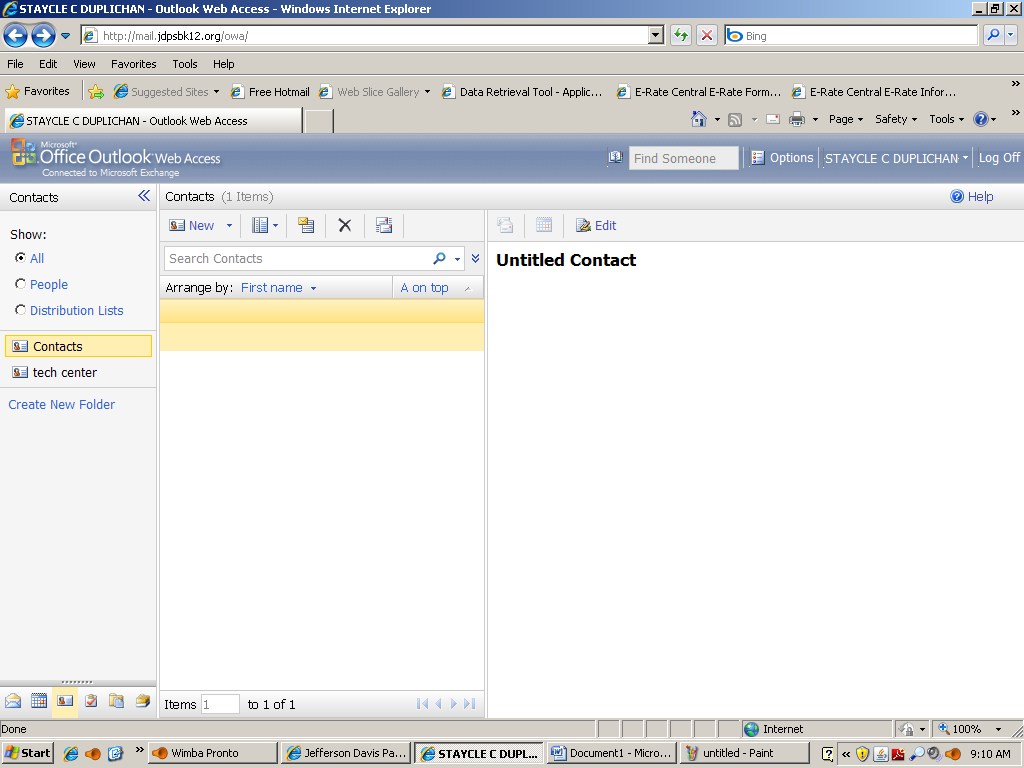
Click the Contact Button imagebutton



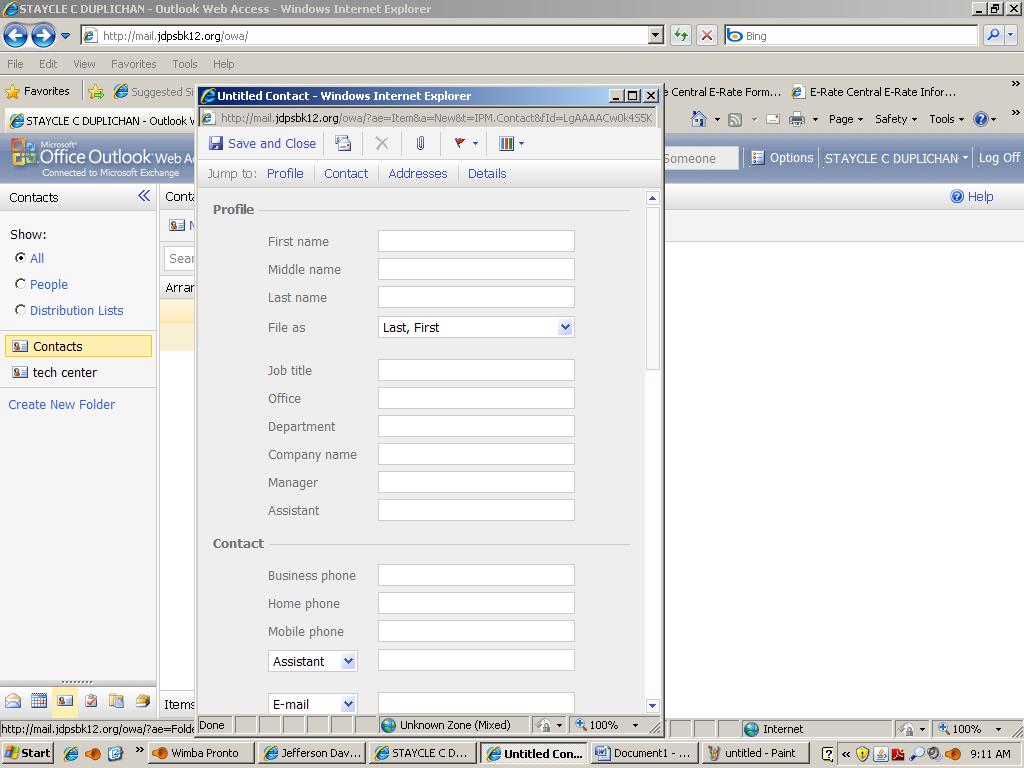
Contact

or here- for Contacts

Click New

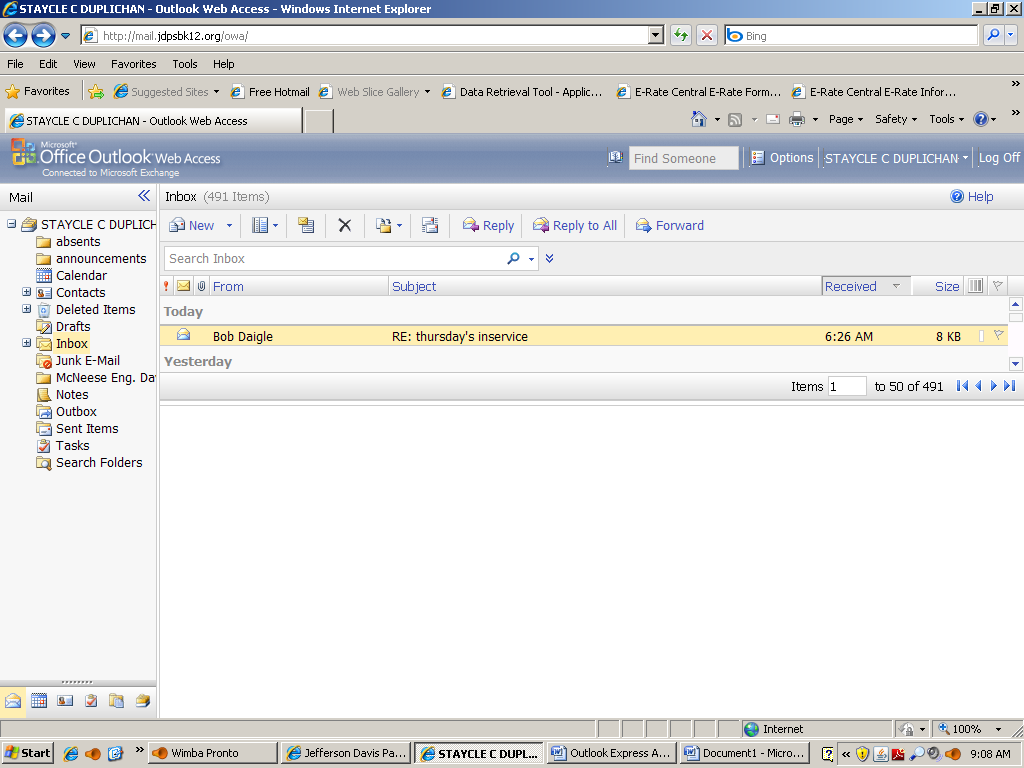


Type contact information Save and Close



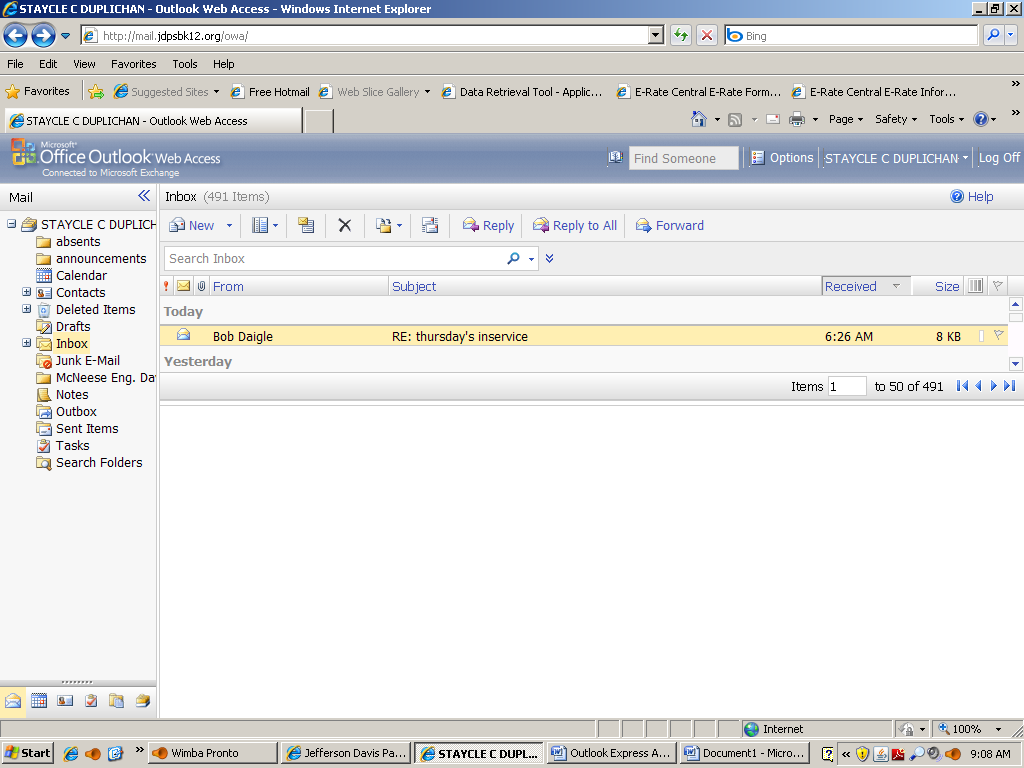
To get back to your mail click Mail Button image button

|  |  |
| --- | --- |
|  |  |

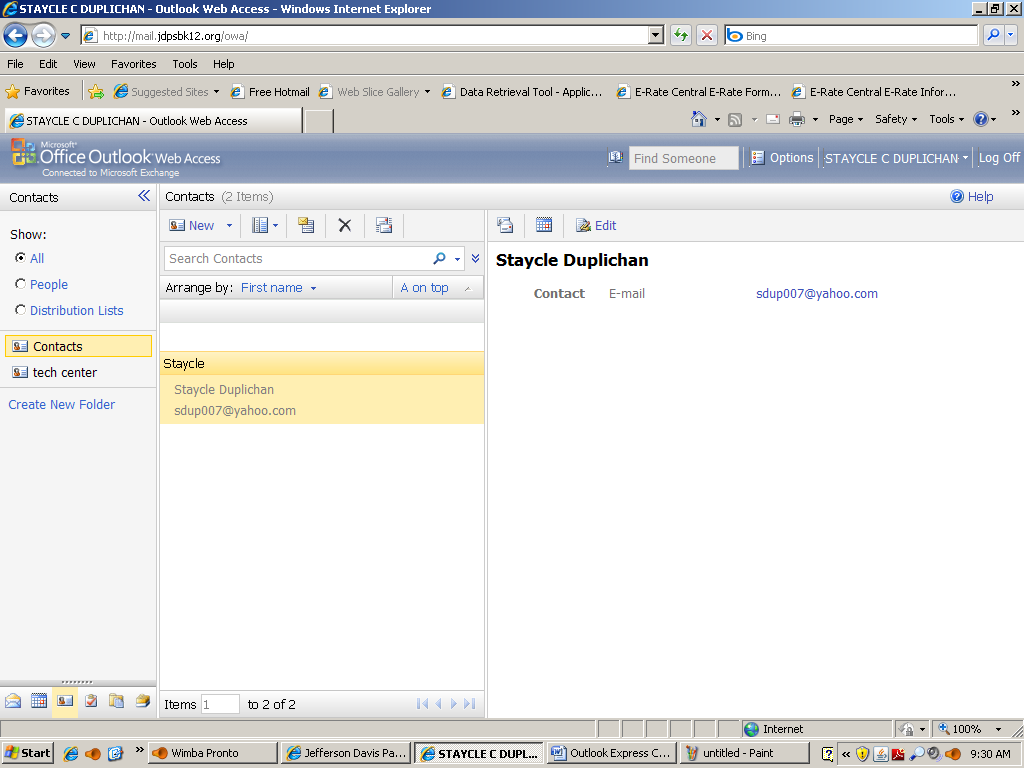


**To open a Contact**

Click contact Button image button

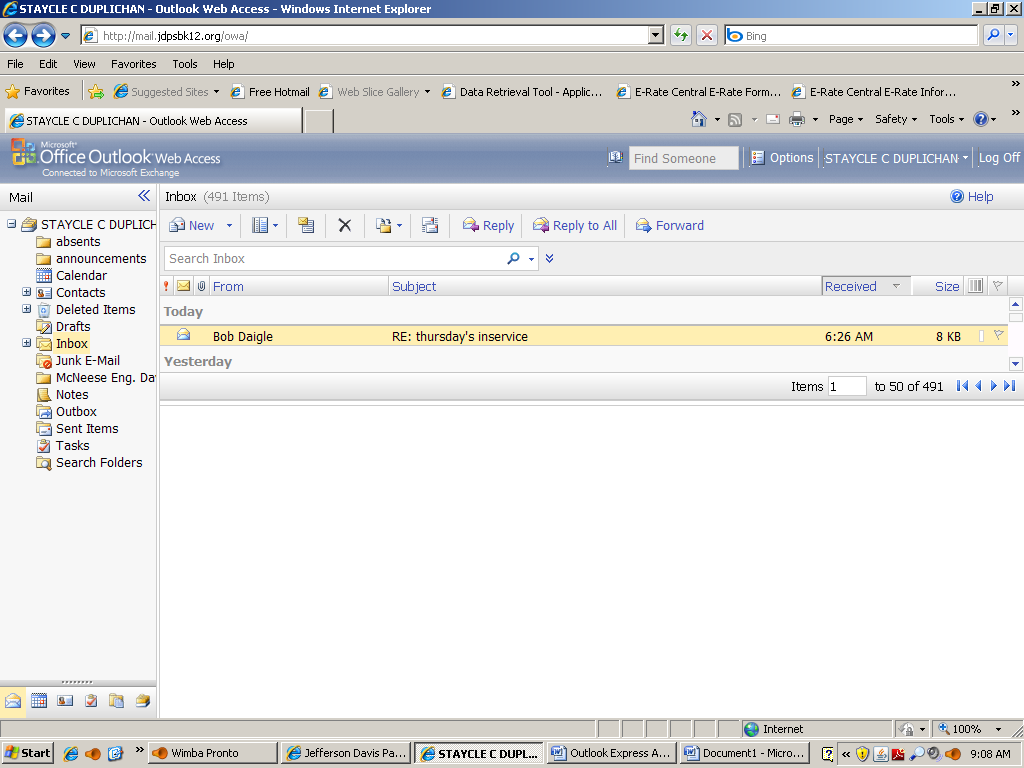


Click name to open or double click name to edit



**To send a message to a contact**

Click Button imageContacts



Click the link and send message

